



UNITED STATES MARINE CORPS

MARINE CORPS LOGISTICS BASES

814 RADFORD BOULEVARD

ALBANY, GEORGIA 31704-1128

IN REPLY REFER TO:

5104

L10

2 Oct 01

POLICY STATEMENT 3-01

From: Commander

To: Distribution

Subj: CONTROL OF EQUIPMENT CONTAINING PERMITTED RADIOACTIVE MATERIALS, AND INVENTORY AND LEAK TEST RECORDS MANAGEMENT

Ref: (a) Radiological Affairs Support Program Manual, NAVSEA SO420-AA-RAD-010
(b) Marine Corps Order, MCO 5104.3
(c) Navy Radioactive Material Permit 10-67004-T1NP, Chemical Agent Monitor
(d) Navy Radioactive Material Permit 10-67004-T2NP, Automatic Chemical Agent Detector Alarm
(e) Navy Radioactive Material Permit 10-67004-T3NP, Chemical Agent Detector
(f) Title 10, Code of Federal Regulations, Part 30
(g) USMC Supply Instruction, SI-6665-15/1C

Encl: (1) Transportation statement for uniform Material Release Order

1. Purpose. This directive establishes policy and provides instruction for the control of equipment containing radioactive materials (RAM), and management of inventory and leak test records of items authorized under Navy Radioactive Material Permits (NRMPs) issued to Commander, MARCORLOGBASES.

2. Background. This policy combines and updates the guidance provided in references (a) through (g), and institutes a performance-based approach to support the use of by-product material in the Marine Corps.

3. Policy

a. The Logistics Radiation Safety Officer (LRSO) is the Director of the Marine Corps Radiological Controls Office (RCO), and is fully responsible for the inventory, inventory reconciliation, and leak testing of equipment containing RAM permitted to Commander, MARCORLOGBASES. Additionally, the LRSO shall oversee the movement, transfer, and issue of, and account for all permitted RAM stored or used by the Marine Corps. The LRSO must also approve each disposition instruction for disposal of any permitted RAM. The RCO is the responsible office to retain official records related to the requirements of references (a) through (f).

b. The Supply Chain Management Center (SCMC) shall develop a standardized process to issue and control equipment with permitted RAM. The process will include specific transportation

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information in the Material Release Order (MRO) for the shipment and receipt of RAM. The transportation statement for the uniform MRO is found in enclosure (1).

c. Each Inventory Manager (IM) responsible for equipment with permitted RAM at MARCORLOGBASES shall notify the LRSO of all Recoverable Item Report (WIR) Disposition Instructions, and Material Release Orders (MROs) that authorize the movement of Marine Corps equipment containing RAM. These types of transactions include: disposition instructions for temporary or permanent transfer of ownership, excesses, and for maintenance or repair of any equipment containing permitted RAM. The IM shall submit to the LRSO for approval, each disposition instruction for disposal of items containing permitted RAM.

4. Responsibility

a. The LRSO shall:

(1) Direct inventories of Marine Corps RAM, via SCMC, in compliance with references (a) through (e), and is responsible to:

(a) Maintain the current inventory of all permitted RAM possessed by the Marine Corps, and retain historical inventory records for a minimum of five years in accordance with references (c) through (e).

(b) Verify each inventory by reconciling the current one against the previous inventory, and by crosschecking the inventories with the MRO and WIR provided by the IM. Maintain copies of each MRO and WIR disposition instruction as part of the inventory record.

(c) Provide reconciled inventories to the appropriate IM.

(d) Review and approve each acquisition request for new or replacement equipment containing RAM.

(e) Review and approve each disposition instruction for disposal of items containing permitted RAM.

(f) Review each WIR disposition instruction and MRO that authorizes the transfer of ownership or to ship equipment containing permitted RAM.

(2) Direct leak tests for equipment containing permitted RAM when required. The LRSO shall:

(a) Verify results are accurate, and reconcile the leak test requirements against the previous and current inventory of RAM.

(b) Provide leak test results to the end-users within five days of analysis.

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(c) Maintain leak test records for a minimum of three years in accordance with NRMP requirements.

(d) Oversee the quality assurance of analytical operations involved with leak test analysis.

b. The responsible IM shall:

(1) Notify the LRSO, simultaneously, when issuing a MRO or WIR disposition instruction to supply activities, end-users, or maintenance facilities for the issue, fielding, transfer of ownership, maintenance, repair, or shipment of equipment containing permitted RAM.

(2) Ensure appropriate preshipment and pretransfer inspections and/or surveys are performed.

(3) Verify receiving units are authorized to receive and possess permitted RAM by:

(a) Ensuring they have an approved allowance.

(b) Notifying users in the MRO, that equipment can only be issued to personnel trained to use and store the equipment, and whose training is documented.

(4) Ensure each MRO directs the receiving unit to provide a written receipt notification to the IM and LRSO within five working days after receipt of RAM, as required by reference (g). And, if the MRO did not occur as documented by the DD-1348, direct the receiving unit to provide written notification via electronic means to the IM within twenty-four (24) hours; include discrepancies and corrective actions taken to ensure RAM security was maintained. The responsible IM shall investigate the nonreporting of receipts using the following time frame:

(a) Ten (10) working days following the reported shipping date for CONUS shipments.

(b) Forty-five (45) days following the reported shipping date for OCONUS shipments.

(5) Report to the LRSO any changes in the radioactive material inventory status, including changes to individually serialized subassemblies maintained as part of a serialized principle end item.

(6) Maintain records of each MRO and WIR disposition instruction, for a minimum of three years following the ordered transfer or disposal of the RAM.

(7) Provide instructions to receiving units to maintain records of RAM receipt for as long as the material is possessed and for three years following transfer or disposal of the material.

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CONTAINING RADIOACTIVE MATERIAL**

5. Applicability. This policy applies to command organizations engaged in the activities above, and covered by the conditions of NRMPs issued to the Commander.


R. S. KRAMLICH

Distribution:
CO, MCLB Alb
CO, MCLB Bar
CO, BICmd
Comdr, MCA
Comdr, MCB
Dir, SCMC
Dir, MD
Dir, CD
Dir, FSDA
Dir, FSDB
Dir, LO

TRANSPORTATION STATEMENT FOR UNIFORM
MATERIAL RELEASE ORDER (MRO)

TO:
FROM:
SUBJECT: MRO W/EXCEPTION DATA FOR EQUIPMENT CONTAINING
RADIOACTIVE MATERIAL (NOMENCLATURE/NSN)

DATE:

1. The following Material Release Order with exception data is provided for processing:

a. A5E

Serial Number(s) and/or Cell Number(s)

Ship to:

Exception Data: _____

*Please ensure the information below is forwarded to the receiving unit.

*******IMPORTANT INFORMATION FOR RECEIVING UNIT*******

Perform within three hours of receipt and document, the proper receipt inspection for packages containing the radioactive material. Properly secure the above equipment until issued to the receiving unit. The above equipment can only be issued to personnel trained to use and store equipment, and whose training is documented. The Supply Officer (SUPO) of the receiving unit must provide a written receipt notification to the Inventory Manager within 5 working days of receipt of Radioactive Material (RAM) IAW USMC SI 6665-15/1C. If a serial number documented on the DD-1348 does not correspond with the serial number received, the SUPO must provide written notification via electronic means to the Inventory Manager within 24 hours that includes noted discrepancies and corrective actions taken to ensure RAM security was maintained. The SUPO must also maintain records of RAM receipt for as long as the material is possessed and for 3 years following transfer or disposal of material. Contact the Inventory Manager regarding questions concerning these requirements.

Inventory Manager:

DSN:

E-mail Address:

COPY TO:

LRSO (Code L10)

ENCLOSURE (1)